

Arlington High School Building Committee
Finance Subcommittee Meeting
April 30, 2020
Conducted by Remote Participation
4:00 PM

Agenda

- HMFH Additional Services – Geothermal well change
- Moving Services – Menotomy Pre-school Move
- EBP#3 Review
- Change Order / Requisition Review
- Monthly Meeting Schedule
- Approval of Minutes

Join Zoom Meeting

<https://zoom.us/j/93682256560>

Meeting ID: 936 8225 6560

One tap mobile

+16468769923,,93682256560# US (New York)

+13017158592,,93682256560# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

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Meeting ID: 936 8225 6560

Find your local number: <https://zoom.us/u/ad0GtOe2JV>

Members of the public are asked to send written comment to ktassone@arlington.k12.ma.us.
Documents regarding agenda items will be made available via the Town's website.

<https://www.mass.gov/doc/open-meeting-law-order-march-12-2020/download>



April 28, 2020

AHS Building Committee c/o
Skanska USA Building
Attn: Mr. Jim Burrows

OFFICE: (617) 492 2200
FAX: (617) 876 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Arlington High School, Additional Services Proposal
Change to Mechanical System Design

Dear Jim:

Per the Arlington High School Building Committee's decision on March 24, 2020, one hundred and thirty (130) geothermal wells have been eliminated from the project. As of March 24, the 60% construction documents set was with the cost estimators to be estimated. As designed, the wells were to serve the two classroom wings, the 5-story Humanities and the 4-story STEAM. Based on this decision it is necessary for the design team to redesign the mechanical systems to serve these areas of the building. The changes in the mechanical system, will also impact the electrical design, the structural design (in part due to the requirements for new rooftop mechanical units and the redesign of the roof plans), and the architectural design (accommodating modifications to electrical closets, roof plan design, etc.)

The architectural scope of work will include redesign to the roof plan configuration to accommodate the new rooftop mechanical units, coordination of the structural redesign of the roof, modifications to the floor plans to allow for adjustment in sizes and/or locations of electrical closets, chases, and wall thicknesses as needed to accommodate the changes to the mechanical and electrical systems designs, and coordination of the mechanical and electrical design changes. As noted below under Schedule, the changes will necessitate an extension to the project design submission schedule by four (4) weeks. The architectural fee proposed for the above noted scope is \$18,000. The structural fee for additional services outlined in the attached proposal is \$10,000. And the mechanical and electrical fee for additional services outlined in the attached proposal is \$30,000.

Tasks include:

- Mechanical system design changes, inclusive of calculations
- Electrical design changes, inclusive of calculations
- Structural engineering changes, inclusive of support of mechanical equipment
- Architectural design changes, inclusive of floor and roof plan modifications
- Specifications modifications
- Coordination of the design changes

This scope of work will require services of the architect, structural engineer, mechanical, and electrical engineers. The proposed additional services fee for the change in mechanical design is:

Alicia Crothers, AIA
Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIGA
Deborah A. Collins, AIA
Devin E. Canton, AIA
Erica Metzger
George R. Metzger, AIA
John F. Miller, FAIA
Julia Nugent, AIA
Laura A. Wernick, FAIA
Liza Bouton
Lori Cowles, AIA
Mario J. Torroella, FAIA
Matthew LaRue, AIA
Melissa A. Greene, AIA
Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislaski, AIA
Vassilios Valaes, AIA

Architectural	18,000
Structural	8,500
MEP/FP	30,000
Total	\$56,500

Schedule:

The Design Team requires an extension to the Construction Documents phase of four (4) weeks. We propose to extend the 60% Construction Document submission to MSBA by two (2) weeks with a new submission date of May 14, 2020. We propose to extend the 90% submission to MSBA by four (4) weeks with a new submission date of August 27, 2020.

Please let us know if you have any questions, we look forward to our continued work on this project. Thank you for your consideration.

Very truly yours,

HMFH Architects




Lori Cowles, AIA
Principal

cc: T. Clarke, HMFH

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MEMORANDUM

TO: **HMFH Architects, Inc.**
Attn: Lori Cowles AIA CEFP LEED AP

FROM: Foley Buhl Roberts & Associates, Inc. (FBRA)
Jon Buhl 

Cc: Arthur Duffy - HMFH
Dennis Duffy - FBRA
Sandra Barletta - FBRA
Jennifer Grymek - FBRA

REFERENCE: **Arlington High School**
Arlington, MA

SUBJECT: Structural Engineering Services Proposal
Additional RTU Supports

DATE: April 28, 2020

Following up on our recent discussions, we are pleased to submit this structural engineering services proposal to HMFH, relating to the structural support of additional rooftop units for the Arlington High School project (Parts B and E). The need for the additional rooftop units was brought about by the recent elimination of the geothermal wells from the project.

FBRA SERVICES

Design

FBRA's tasks are expected to include the following:

1. Review location/layout, size and weight of the proposed new units with HMFH and the MEP Engineers.
2. Add/extend the area(s) of concrete slab on composite steel deck construction below the new RTUs.
3. Add/extend equipment screens at the new RTUs.
4. Review the present foundation and superstructure design and revise all members/elements affected by the additional RTUs, as required.
5. Add/revise plans, sections and details to reflect the additional RTU supports and related changes to the concrete slabs on deck, equipment screens, etc.

Construction Administration

6. Respond to Contractor's RFIs, as applicable.
7. Review testing and inspection reports.
8. Review shop drawings and submittals for the additional RTU supports.
9. Review the completed RTU support framing at the site, in conjunction with FBRA's regular site visits.

PROPOSED FEES:

Basic Services:

We propose a fixed fee of ***Eight Thousand, Five Hundred Dollars (\$8,500)*** for the services noted above. The proposed fee is proportioned as follows:

Design:	\$ 7,000
Construction Administration:	\$ 1,500
Total Proposed Fee:	\$ 8,500

Billing would be monthly, in accordance with the progress of the work.

Additional Services:

Additional services, if requested by HMFH, would be billed on an hourly basis at our 2020 MSBA rates noted below, to an agreed upon limit:

Senior Principals:	\$150/HR
Principals:	\$150/HR
Senior Engineers/Managers II:	\$150/HR
Senior Engineers/Managers I:	\$135/HR
Senior Engineers/Associates:	\$135/HR
Senior Engineers:	\$120/HR
Engineers/Associates:	\$120/HR
Engineers:	\$110/HR
Senior BIM/CAD Designers:	\$110/HR
BIM/CAD Designers:	\$ 95/HR

Expenses:

Expenses are included in the proposed fee.

We hope that the proposed scope of services and fee appear reasonable. Please let us know if you have any questions or comments. We look forward to working with you and the HMFH Team to incorporate this scope into the documents.

END OF MEMORANDUM



April 13, 2020

Ms. Lori Cowles, AIA
Principal
HMFH Architects
130 Bishop Allen Drive
Cambridge, MA 02139

Re: Arlington High School
HVAC System Redesign
Project No. 60-17-442
Additional Service Request #1

Dear Lori:

Thank you for the opportunity to submit this Additional Service Request (ASR) for the Arlington High School project. Our additional scope of work is outlined below. Please note that these services are not part of our original contract.

SCOPE OF SERVICES

The additional scope of work shall include the re-design of the central HVAC systems serving the classroom portions of the building. This is required as a result of the decision to eliminate geothermal cooling and heating. The additional work effort shall include the following:

1. Eliminate the geothermal water-source chiller-heater units.
2. Provide roof-mounted air-source hydronic heat pumps (chiller-heaters) to serve the classroom hot water and chilled water loops.
3. Provide electric boilers to provide supplemental heating during low ambient conditions.
4. Revise electrical design to feed the roof-mounted air-source heat pump equipment.
5. Revise the domestic hot water preheating system to be served from the heating hot water loop in lieu of separate geothermal water tor water heat pumps.

We anticipate that this redesign will require 2 weeks of additional time for the 60% CD submission and an additional 2 weeks between the 60% CD and 90% CD submissions.

COMPENSATION:

Compensation to Bala Consulting Engineers for the additional engineering services described above shall be a fixed fee of Thirty Thousand Dollars (\$ 30,000). A summary of our fees to date for this project is as follows:

Original Contract Value	\$ 2,682,500
Additional Service Request	<u>\$ 30,000</u>
Total	\$ 2,712,500

The terms and conditions of this ASR shall be the same as the original proposal dated May 31, 2019.

Thank you for the opportunity to offer our services. If you concur with the above, please sign and return one copy of this letter to our office. This letter will then constitute an agreement between HMFH Architects and TMP Consulting Engineers, Inc., doing business as Bala Consulting Engineers.

Should you have any questions, please advise.

Very truly yours,

BALA CONSULTING ENGINEERS

HMFH ARCHITECTS



Kevin J Caddle, LEED AP
Senior Vice President

KJC

Accepted

Title

Date

cc: KDP, JRF, Acctg. – Bala



April 28, 2020

AHS Building Committee c/o
Skanska USA Building
Attn: Mr. Jim Burrows

OFFICE: (617) 492 2200
FAX: (617) 876 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Arlington High School, Additional Services Proposal
Study and Design of Supports for PV over RTUs

Dear Jim:

Per the direction given at the April 21, 2020 Arlington High School Building Committee meeting, the design team is to study the layout and cost impacts of incorporating the required structural support for photovoltaics (PVs) to be mounted over the roof top mechanical units (RTUs). If it is determined by the Committee to incorporate this scope into the project work, the design team will proceed upon authorization to design the structural supports. This effort would be in conjunction with the revised mechanical system and the newly located RTUs.

The architectural study scope of work will include initial sample layout at one RTU location, inclusive of initial trellis design and coordination with the structural engineer to establish a scope of work to be estimated by Consigli. The proposed architectural fee for the initial study effort is \$2,000. The structural fee for the initial study effort outlined in the attached proposal is \$2,500.

The architectural scope of work to document the design of the supports will include redesign to the roof plan configuration to accommodate the structural supports, designing the structural "trellis", detailing the roof penetration conditions, modifications to specifications, coordinating the design with Ameresco, coordinating the work of the structural engineer and the electrical engineer, and construction administration services. The architectural fee proposal is for the above noted scope is \$10,000. The structural fee for design documentation and construction administration services outlined in the attached proposal is \$17,500.

In summary:

The proposed additional services fee for initial study of support for PVs over RTUs is:

Architectural	3,000
Structural	<u>2,500</u>
Total	\$ 5,500

The proposed additional services fee for the design and construction administration of the support for PVs over RTUs is:

Architectural	10,000
Structural	<u>17,500</u>
Total	\$27,500

Alicia Crothers, AIA
Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIGA
Deborah A. Collins, AIA
Devin E. Canton, AIA
Erica Metzger
George R. Metzger, AIA
John F. Miller, FAIA
Julia Nugent, AIA
Laura A. Wernick, FAIA
Liza Bouton
Lori Cowles, AIA
Mario J. Torroella, FAIA
Matthew LaRue, AIA
Melissa A. Greene, AIA
Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislaski, AIA
Vassilios Valaas, AIA

Schedule:

The study scope is to commence immediately. The design scope is to commence upon approval of the AHS Building Committee and will be completed within the same design documentation and construction phases as the school project.

Please let us know if you have any questions, we look forward to our continued work on this project. Thank you for your consideration.

Very truly yours,

HMFH Architects




Lori Cowles, AIA
Principal

cc: T. Clarke, HMFH

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MEMORANDUM

TO: **HMFH Architects, Inc.**
Attn: Lori Cowles AIA CEFP LEED AP

FROM: Foley Buhl Roberts & Associates, Inc. (FBRA)
Jon Buhl 

Cc: Arthur Duffy - HMFH
Dennis Duffy - FBRA
Sandra Barletta - FBRA
Jennifer Grymek - FBRA

REFERENCE: **Arlington High School**
Arlington, MA

SUBJECT: Structural Engineering Services Proposal
New PV Trellis Supports

DATE: April 28, 2020

Following up on our recent discussions, we are pleased to submit this structural engineering services proposal to HMFH, relating to the design of new, rooftop PV Trellis supports for the Arlington High School project (Parts B, D and E).

FBRA SERVICES

FBRA's tasks are expected to include the following:

Preliminary Evaluation

1. Review locations, layout/geometry and PV support details with the MEP Engineers and the PV vendor. The design of the new PV trellis supports will need to be coordinated with the MEP and the PV panel requirements.
2. Coordinate/integrate the design and layout/geometry of the new PV trellis supports with the roof framing and the equipment screen framing.
3. Review roofing and thermal isolation requirements/details with HMFH.
4. Develop a conceptual structural approach for the new PV trellis supports.
5. Review the preliminary cost estimate (prepared by others).

Design

6. Review the present foundation and superstructure design and redesign/revise all members/elements affected by the new PV trellis supports, as required.

7. Add/revise plans, sections and details relating to the new PV trellis supports.

Construction Administration

8. Respond to Contractor's RFIs, as applicable.
9. Review testing and inspection reports.
10. Review shop drawings and submittals for the new PV trellis supports.
11. Review the completed PV trellis support framing at the site, in conjunction with FBRA's regular site visits.

PROPOSED FEES:

Basic Services:

We propose a fixed fee of ***Twenty Thousand Dollars (\$20,000)*** for the services noted above.
The proposed fee is proportioned as follows:

Preliminary Evaluation:	\$ 2,500
Design:	\$ 15,000
Construction Administration:	\$ 2,500
Total Proposed Fee:	\$ 20,000

Billing would be monthly, in accordance with the progress of the work.

Additional Services:

Additional services, if requested by HMFH, would be billed on an hourly basis at our 2020 MSBA rates noted below, to an agreed upon limit:

Senior Principals:	\$150/HR
Principals:	\$150/HR
Senior Engineers/Managers II:	\$150/HR
Senior Engineers/Managers I:	\$135/HR
Senior Engineers/Associates:	\$135/HR
Senior Engineers:	\$120/HR
Engineers/Associates:	\$120/HR
Engineers:	\$110/HR
Senior BIM/CAD Designers:	\$110/HR
BIM/CAD Designers:	\$ 95/HR

Expenses:

Expenses are included in the proposed fee.

We hope that the proposed scope of services and fee appear reasonable. Please let us know if you have any questions or comments. We look forward to working with you and the HMFH Team to incorporate this scope into the documents.

END OF MEMORANDUM



April 28, 2020

**Ms. Sy Nguyen
Skanska
101 Seaport Blvd.
Boston, MA 02210**

Dear Sy,

Please accept this letter as a formal proposal for the Arlington High School pre-school move. The pricing is based on pictures sent to me on 04/24/2020. Pricing is as follows:

Day 1:

2	\$52/Supervisor	\$ 104.00
1	\$72/Van/Driver	\$ 72.00
1	\$40/Installers	\$ 40.00
10	\$36/Helpers	<u>\$ 360.00</u>
		\$ 576.00
		<u>X 8 Hrs.</u>
		<u>\$ 4,608.00</u>
Travel Time		<u>\$ 648.00</u>
Day 1 Total		<u>\$ 5,256.00</u>

Day 2 (If Needed):

1	\$52/Supervisor	\$ 52.00
1	\$72/Van/Driver	\$ 72.00
3	\$36/Helpers	<u>\$ 108.00</u>
		\$ 232.00
		<u>X 5 Hrs.</u>
		<u>\$ 1,160.00</u>
Travel Time		<u>\$ 425.00</u>
Day 2 Total		<u>\$ 1,585.00</u>

Materials:

450 Totes @ \$4	\$ 1,800.00
Delivery	\$ 432.00
15 Labels @ \$15	\$ 225.00
15 Commercial Bins @ \$35	\$ 525.00
5 Shrink Wrap @ \$35	<u>\$ 175.00</u>
Materials Total	<u>\$ 3,157.00</u>

Day 1: \$5,256.00

Day 2: \$1,585.00

Materials: \$3,157.00

Total Labor and Material Cost= \$9,998.00

****If completed on Day 1, the total will be \$8,413.00**

*** Total liability to Sterling Corporation for all items relocated is \$.60 per pound, per article.

Thank you for allowing Sterling Corporation to quote on your relocation.

Sincerely,

Mike Norton

Job #: **2153**
Project: **Arlington High School - Early Bid Package #3 (Phase 1 swing space)**
Location: **Arlington, MA**
Date: **4/28/2020**
Proposal: **Budget**



CSI	DESCRIPTION	EBP#3 Budget	Award Value	Delta	Subcontractor
02.01	SELECTIVE DEMOLITION	42,870	-		
02.02	ASBESTOS ABATEMENT	11,250			
03.01	CONCRETE & MISC METALS	5,650			
06.02	FINISH CARPENTRY	8,500			
08.01	DOORS, FRAMES & HARDWARE	39,900			
08.02	GLASS & GLAZING	11,200			
09.01	DRYWALL	73,860			
09.03	TILE	4,750			
09.04	ACOUSTICAL CEILINGS	3,150			
09.05	RESIENT FLOORING	13,080			
09.06	CARPETS & MATS	14,900			
09.09	PAINTING (TS)	43,299			
10.03	SPECIALTIES	26,538			
22.01	PLUMBING (TS)	46,137			
23.01	HVAC (TS)	170,299			
26.01	ELECTRICAL (TS)	212,136			
Sub Total of Trades		727,519			
1.4% of non-trades	Subcontractor Bonds	\$ 3,579			
	Sub Total	731,098			
	Design and Pricing Contingency	\$ 29,101			
	Escalation	\$ -			
	General Conditions	\$ -			
	General Requirements	\$ 125,000			
	P&P Bond	\$ -			
	Builder's Risk	\$ -			
1.2%	General Liability Insurance	\$ -			
	Permit	\$ -			
2.5%	GMP Contingency	\$ 22,130			
2.0%	Fee	\$ -			
TOTAL COST		907,329			

Arlington High School**Early Bid Package #3**

4/24/2020



		EBP#3 Budget	
02.01	SELECTIVE DEMOLITION	42,870	4.37
02.02	ASBESTOS ABATEMENT	11,250	1.15
03.01	CONCRETE & MISC METALS	5,650	0.58
06.02	FINISH CARPENTRY	8,500	0.87
08.01	DOORS, FRAMES & HARDWARE	39,900	4.07
08.02	GLASS & GLAZING	11,200	1.14
09.01	DRYWALL	73,860	7.54
09.03	TILE	4,750	0.48
09.04	ACOUSTICAL CEILINGS	3,150	0.32
09.05	RESIENT FLOORING	13,080	1.33
09.06	CARPETS & MATS	14,900	1.52
09.09	PAINTING (TS)	43,299	4.42
10.03	SPECIALTIES	26,538	2.71
22.01	PLUMBING (TS)	46,137	4.71
23.01	HVAC (TS)	170,299	17.38
26.01	ELECTRICAL (TS)	212,136	21.65
		\$ 727,519	\$ 74.24
Subcontractor Bonds		\$ 3,579	\$ 0.37
		\$ 731,098	\$ 74.60
	Design and Pricing Contingency	\$ 29,101	\$ 2.97
	Escalation	\$ -	\$ -
	GCs	\$ -	\$ -
	GRs	\$ 125,000	\$ 12.76
	Bonds	\$ -	\$ -
	Builder's Risk	\$ -	\$ -
	GL Insurance	\$ -	\$ -
	Permit	\$ -	\$ -
	GMP Contingency	\$ 22,130	\$ 2.26
	Fee	\$ -	\$ -
		\$ 907,329	\$ 92.58

CR #	Change Doc	Description	NTE Amount	Change Doc Date	CR Issued	Pricing Status	CR Status	CR Amount Submitted	CR Amount Approved	Estimated Value	Date District Approval	MSBA Category	Owner CO No.	Skanska Response	HMFH Response	Status Comments
1	N/A	Parm - Additional Labor Cost Associated with demo of solid CMU Walls Shown as GWB Partition	n/a	n/a	4/27/2020	Submitted	Open	\$4,239				Differing Conditions		4/29/20		
2	N/A	Parm - Staffing and GR Costs from Sched Impacts due to COVID-19	n/a	n/a	4/20/2020	Submitted	Open	\$1,412				Differing Conditions		4/22/20		
3	N/A	Parm - Additional walkway path at north side of school per AFD.	n/a	n/a	4/23/2020	Submitted	Open	\$10,705				New Scope Directed by 3rd Party				
4	N/A	Parm - Substitute cooper feeders for Aluminum	n/a	n/a	4/7/2020	Submitted	Open	(\$20,000)				New Scope Directed by Owner		4/22/20		
5	N/A	Staffing and GR Costs from Sched Impacts due to COVID-19 - April	n/a	n/a		Outstanding	not issued			\$6,976		Differing Conditions				
6	RFI 3	Additional exploratory demo to expose existing framing conditions	n/a	3/26/2020		Outstanding	not issued			\$1,200		Differing Conditions				
7	RFI #8	RFI #8 - Eliminate Oil Separator	n/a			Outstanding	not issued			-\$10,852		Design Issue				
8	RFI 9	Additional demolition of unforeseen existing slab at fuel oil tank		4/14/2020		Outstanding	not issued			\$8,000		Differing Conditions				
9	N/A	Additional abatement of VCT strips for new partitions. 4th floor ATC ceiling (glue dobs) and new ceiling at removed locations.		n/a		Outstanding	not issued			\$25,000		Differing Conditions				
10	N/A	Plumbing relocations on 1st and 4th Floor.		n/a		Outstanding	not issued			\$2,000		Differing Conditions				

CR's Pending:	\$28,679.95	Total Approved/Projected	\$28,679.95
CR's Approved:	\$0.00		
Construction Cont	\$7,075,741.00	By Owner	\$0
Remaining Cont Less Approved COs	\$7,075,741.00	By 3rd Party	\$0
Remaining Cont Less Projected COs	\$7,047,061.05		
Allotted Contingency Calculation			
Percentage of Total	2%		
Allotted Const Cont for Current Progress	\$141,515		
Remaining Alloted	\$112,835		

Calendar for Year 2020 (United States)

January Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 2:☉ 10:☉ 17:☿ 24:☿	February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 1:☉ 9:☉ 15:☿ 23:☿	March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 2:☉ 9:☉ 16:☿ 24:☿
April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1:☉ 7:☉ 14:☿ 22:☿ 30:☉	May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 7:☉ 14:☿ 22:☿ 29:☉	June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 5:☉ 13:☿ 21:☿ 28:☉
July Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 5:☉ 12:☿ 20:☿ 27:☉	August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3:☉ 11:☿ 18:☿ 25:☉	September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 2:☉ 10:☿ 17:☿ 23:☉
October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:☉ 9:☉ 16:☿ 23:☉ 31:☉	November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 8:☉ 15:☿ 21:☉ 30:☉	December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 7:☉ 14:☿ 21:☉ 29:☉

■ AHSBC	■ Final Req
■ Pencil Req	■ Monthly CO
■ Pencil Req Review Meeting	■ Monthly Finance Sub Meeting